



USAID | ZIMBABWE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 19-04

ISSUANCE DATE: May 3, 2019

CLOSING DATE/TIME: June 3, 2019 @ 1700 hours

**SUBJECT: Solicitation for a Project Management Specialist (Budget),
(Cooperating Country Personal Service Contractor (CCN/PSC).
(Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Jason Bennett
Supervisory Executive Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 19-04
2. **ISSUANCE DATE:** May 3, 2019.
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 3, 2019 @ 1700 hours.
4. **POSITION TITLE:** Project Management Specialist – Budget (Budget Analyst).
5. **MARKET VALUE:** \$46,435 - \$67,325 [US\$] equivalent to FSN-10
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S Government in Zimbabwe. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Beginning o/a July 2019.
7. **PLACE OF PERFORMANCE:** Harare
8. **SECURITY LEVEL REQUIRED.**
9. **STATEMENT OF DUTIES**

a. General Statement of Purpose of the Contract

Position is located within the Health Office (HO), USAID/Zimbabwe. The primary purpose of this position is to oversee the entire financial portfolio (valued at approximately \$133 million annual budget with over 19 Health Office major activities funded through both bilateral and field support mechanisms); assist the HO Director in developing the annual program budget; assist the Financial Analyst in developing the HO Cost Operations budget; oversee procurement actions, track procurement documents, and update the HO procurement plan across sub-teams; complete financial reporting requirements for Presidential Initiatives and other USAID funding and assisting the HO Director and Health Sub-Team Leaders with responding to additional financial needs.

b. Statement of Duties to be Performed

With limited supervision, provides programmatic and administrative leadership in structuring, updating, and overseeing the entire HO Team financial portfolio, which is currently \$133 million in FY 2018 funding, and which has increased substantially over the past several years. The incumbent is responsible for monitoring the President's Emergency Plan for AIDS Relief (PEPFAR) funds; (which constitute a high percentage of the entire HO budget), monitoring the President's Malaria Initiatives (PMI) funds, Population funds, and miscellaneous funds from various other sources (70% time).

The responsibilities include:

- i. Working closely with the HO Director and Deputy Director, the HO Sub-Team Leaders, the Program Office Budget Analyst, and the Financial Analyst (FA) who is the Financial Management Office representative to HO, to construct HO Program

Budgets by Program Area and Element Level and by congressional earmarks for planning purposes. Works closely with activity managers within the various Sub-Teams to identify and budget appropriately for activities under the different categories of funds (PEPFAR, PMI, Population, Maternal and Child Health, TB).

- ii. Works closely with Sub-Team leaders for Health and HIV/AIDS along with the Program Office Budget Analyst and the FA to construct budgets for the PEPFAR Country Operational Plan, the Malaria Operational Plan, and other program area and element area budgets for planning purposes.
- iii. Assist Sub-Team Leaders and other team members in providing financial data and analysis for quarterly, semi-annual and annual reports for the PEPFAR, PMI and other health program areas and elements.
- iv. Engages activity managers in monitoring program funds through projections from the activities and from the actual expenditures in the Financial Management Office database, coordinate the quarterly accruals and expenditure reporting process to Financial Management Office, and updates the HO Director on a quarterly basis.
- v. Receives the quarterly financial Pipeline Report from FA, reviews activities with activity managers and Sub-Team Leaders, and provides an overall oral pipeline analysis to the HO Director in preparation for quarterly Mission pipeline and procurement plan review.
- vi. Participates in quarterly Mission pipeline and procurement plan reviews, responding to HO related financial management issues that are identified in the review. Provides follow-up to any identified financial management issues that require action.
- vii. Works closely with the FA to plan budgets for HO program-funded USAID management costs (Cost of Operation's Budget), which includes FSN and Personal Services Contractors' costs, office supplies and management, motorpool, etc.
- viii. Assist activity managers in formulating budget projections, both bi-lateral and field support, taking into consideration activity mortgages and pipelines.
- ix. Submit budget updates to the HO Director, Sub-Team Leaders, Activity Managers, Financial Management Office, and the Program and Policy Development Office as appropriate or requested.
- x. Works hand-in-hand with the Program Office on the HO Congressional Budget Justification (CBJ), annual obligations budget program area, on documentation for obligations, and on preparing the field support budget for USAID/Washington.
- xi. Regularly reviews HO budgets and reports from Phoenix with the FA, reviews grantees, and contractors' advances and liquidation administrative vouchers for the HO Director's approval for those activities of a general nature which do not fall under any of the sub-teams.
- xii. Participates, as requested, in meetings with the HO Director, in Sub-Team meetings, and/or in meetings with the USAID/Zimbabwe Mission Director and Deputy Mission Director where HO financial issues are under discussion.

- xiii. As and when requested, compiles financial information for the Government of Zimbabwe.

Provides programmatic and administrative oversight to procurement actions for the health portfolio. While these are similar to some of the responsibilities listed above, they are specific to procurement actions. (30% time)

The responsibilities include:

- i. Works closely with activity managers to provide financial data for preparation of documentation on obligations into specific implementing partner instruments and other mechanism of a general and overall nature through financial requisitions, and other mechanisms.
 - ii. Participates in the clearance process of financial requisitions and other documents by reviewing and clearing off on the documents before they go to the HO Director and/or Deputy Director.
 - iii. Works with activity managers, Sub-Team Leaders and the HO Acquisitions and Assistance (A&A) Office representative to update the HO procurement plan on a quarterly basis in preparation for the quarterly Mission pipeline and procurement plan review.
 - iv. Participates in program/pipeline/procurement (PPP) Mission review, responding to HO budget-related procurement issues.
 - v. Initiates and monitors HO procurement actions through the Agency's Global Acquisition and Assistance System.
- c. Supervisory Relationship*
The position receives direct supervision from the Senior Program Specialist for Monitoring and Evaluation who also leads the Program Support Sub-Team that encompasses strategic information, supply chain management, administration, and budget support.
- d. Supervisory Controls*
Position is non-supervisory.

10. AREA OF CONSIDERATION: All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Zandile Goromonzi, e-mail at zgoromonzi@usaid.gov.

13. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education:

A Bachelor's degree in Financial Management, Business Administration, Accounting, or related field is required.

b. Prior Work Experience:

A minimum of five years of progressively responsible work in financial management, budgeting, accounting, business administration, program management, project development or related field is required.

c. Language Proficiency:

Demonstrated outstanding competence in spoken and written English.

14. EVALUATION AND SELECTION FACTORS

Offerors who meet the basic qualifications will be invited for an oral interview and a written examination. Offerors will be rated and ranked according to the following job-related criteria.

Work Experience:

Budgeting and financial management experience, covering multiple funding streams and reporting requirements.

Job Knowledge:

Good knowledge of accounting and budgeting practices and procedures is required. Knowledge of USAID policies, goal, procedures, and programming methods.

Skills and Abilities:

A high degree of computer proficiency, including spreadsheet development and management is required. Strong skills in financial management and budgeting are required. Good interpersonal skills, ability to meet tight deadlines, dependable, discreet, must function well in an environment that requires responding to ad-hoc requests and deadlines with little lead

- a. Prior Work Experience/Weighted 20% based on application review and interview.
- b. Knowledge/Weighted 30% based on written assessment and/or interview; and
- c. Skills and Abilities/Weighted 50% based on written assessment and/or interview.

15. PRESENTING AN OFFER

1. The application package should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:
 - a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the targeted minimum qualifications. Failure to do this will result in you not being shortlisted.
 - b. A current resume relevant to the position (no more than 2 pages). Any other documentation that addresses the qualification requirements of the position listed above.
 - c. Please note: Applications should not be more than 1mb in size.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 11**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number **19-04 Project Management Specialist –Budget (Health Office)** in the subject line of the application e-mail and in the subject line of your application letter in the offer submission.
4. Selection Process: After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interviews and reference checks.

A conditional letter offer will be extended pending medical and security clearances.

Applicants who fail to follow all the application requirements stated above will not be short listed.

1. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 11**.
2. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

16. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

17. BENEFITS/ALLOWANCES

Benefits and allowances will be communicated to the successful candidate.

18. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>